

RECORDS MANAGEMENT TRAINING PROGRAM

AT THE FIRST MEETING three objectives of a records management program were discussed:

creation of records
maintenance of records
disposition of records

THE SECOND MEETING was keyed toward the third objective - space.

Mr. Alldredge pointed out that GSA has established fourteen Federal Records Centers for the use of all agencies. The most economical way to store records has proven to be through the use of specially designed cardboard boxes on steel shelving. This method costs only \$28 a year for the storage of 60 cubic feet, constituting a savings of from \$70 - \$870 a year over some other methods. In addition, it is the most economical in terms of space utilization. Mr. Alldredge emphasized that records stored in this way are readily accessible, protected from fire, and guarded according to security regulations.

The criterion which Mr. Alldredge gave for determining when to retire records was this: when a file drawer is used only once a month, that material should be retired to a records center.

Mr. Young described the objectives of a records disposal program as being: (1) to insure that records of a continuing value are preserved, and (2) to dispose of records no longer being used. Both require attention to three problems:

Decide - what must be saved; what can be destroyed
Determine - disposal schedule
Apply - schedule

The records control schedule should identify and describe the records clearly, as well as give instructions for their disposition. As a guide for use in identifying and disposing of records, GSA will soon issue new schedules for fourteen housekeeping-type records.

DISCUSSION IN TODAY'S MEETING will continue to center around the practical application of a records management program.

24 April 1953

MORI/CDF